



Martin Luther King Jr. Holiday

January 8, 2024

Reference Number: NFC-1704489349

Dear Customer:

In observance of the birthday of Martin Luther King Jr., our offices, including the National Finance Center (NFC) Contact Center (NCC) will be closed on Monday, January 15, 2024. All NFC applications will remain available during the holiday and payroll/personnel processing will continue as normally scheduled.

Due to the holiday on Monday, January 15, 2024, (Pay Period 27, 2024), Time and Attendance reports can be transmitted as early as Friday, January 12, 2024, but should be submitted no later than close of business on Tuesday, January 16, 2024. The first Payroll Computation System (PAYE) pass for all databases will execute on Thursday, January 18, 2024. The second pass of PAYE for all databases will execute on Friday, January 19, 2024.

As always, the NFC Operations and Security Center (OSC) will be available 24 hours per day, 7 days per week at 1-800-767-9641, or via email at osc.etix@usda.gov.

Authorized Agency representatives with questions concerning this notification should contact the National Finance Center (NFC) Contact Center at 1-855-632-4468 or via the ServiceNow Customer Service Portal using the following links:

- Federated ServiceNow Users: <https://nfcbsm.servicenowservices.com/>
- Non-Federated ServiceNow Users: https://nfcbsm.servicenowservices.com/sp_ess